CONFIDENTIAL

28 January 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Psychological Assessment

REFERENCE: Memo to DD/P dated 20 Nov. 52 from Dir. of Trng., subject as above

1. The recommendations presented in paragraph 9 of referenced memorandum have been the subject of considerable thought by the appropriate staff components within the DD/P Group. Based on this thought, study, and a lengthy discussion by experienced DD/P Staff Officers on the contents of your memorandum, there has emerged a unanimity of opinion within DD/P, which is in substantial agreement with your recommendations relative to the matter of assessment.

2. DD/P Personnel Policy and Procedures, soon to be published, will contain the following policy statement relative to the utilization of the assessment facilities:

"To utilize the facilities of the Assessment and Evaluation Staff of the Office of Training most effectively, requests for formal assessment will be limited to: (a) the evaluation of persons being considered for sensitive positions in which psychological hazards do or may exist or where detailed psychological information is useful or pertinent; (b) foreign indigenous persons on whom there is limited or inaccessible information; (c) prospective employees when a professional psychological opinion as to their suitability for clandestine or covert is required; (d) persons who are to be assigned to positions of higher responsibility substantially different from those previously held by the individual; (e) cases where an apparent conflict exists between the training reports and "on-the-job" performance. Formal assessment should not be requested as a substitute for: (a) careful screening and evaluation by responsible officials of candidates for employment; (b) proper evaluation of employee performance, which is the responsibility of supervisors; (c) straightforward disposition of personnel problems which obviously require no professional psychological evaluation."

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Date: 230375 By: 025

3. The procedural aspect of determining assessment necessity and arranging for scheduling will be accomplished in this manner.
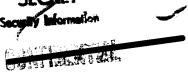
When the operating officer of the Division or Staff concerned decides that assessment is in order, he will make his desire known to the Division or Staff Training Officer, who will undertake the execution of the necessary forms and will, in case of the Area Divisions, forward the forms to the Training Officer of the Senior Staff whose functions will be represented by the individual being assessed. The senior Staff Training Officer will concur if the need for assessment meets the standards set forth in paragraph 2 above. If the standards are met, he will undertake to obtain an assessment appointment for the individual and will so notify the Division concerned. While this will, in reality, create four points of scheduling - FI, PP, PM, TSS - it is our understanding that such a system would be desired by the Assessment Staff. It is believed that any differences that may arise over priority of scheduling can be amicably adjudicated by the Staffs concerned. Unresolved differences can be referred to Chief of Administration, DD/P for resolution. Direct contact, both prior and subsequent to assessment is authorized between the Psychologist and the operating official of the Division or Staff which has assigned to it the individual being assessed.

4. It is the unanimous opinion of all concerned with assessment matters within DD/P that heretofore there has been an unnecessary number of copies of reports and excessive routing of those reports. We request that in the future only one copy of the assessment report be prepared for DD/P, and that that report first be routed to the Senior Staff Training Officer involved. He may extract from it any information he desires, and then forward the report to the operating official who requested the assignment. That official may keep the report a reasonable period of time but must return it to the Assessment Staff for filing. In order that the official personnel jackets may contain an indication on those individuals who have been assessed, DD/P-ADMIN will prepare a one-page form that will merely state that an individual, by name and date, has been assessed and that the report is on file with the Assessment Staff. No information relative to the contents of the assessment will be noted on this form. The form will be executed by the Senior Staff Training Officer upon receipt of the assessment report.

5. Once the forms have been reviewed by the official concerned and returned to the Assessment Staff, they may be withdrawn only by a written request, signed by the Senior Staff Training Officer who scheduled the assessment appointment. The report, however, may be read in the offices of the Assessment Staff by any official of the unit to which the assessed individual is assigned, if there exists a need for an official of that unit to review the report.

Security Information

6. While this office concurs in the desirability to accept the recommendations in paragraph 9e of your memorandum, we would choose to treat it as a special subject and will be pleased to assign individuals from DD/P to work with the Assessment Staff employees on this matter.

7. While the recommendation contained in paragraph 9f is, in our opinion, a valid one, we feel that it is the responsibility of the Office of Training to initiate the requested delineation of responsibilities.

8. The principle enunciated in paragraph 9g of your memorandum, stating that assessment is not a definitive function but an advisory function, is understood and followed by the DD/P units of organization.

BY DIRECTION OF DD/P:

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Chief of Administration, DD/P